

An Effective Procurement and Financial Management Reporting System

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This article describes the existing computerized Goldstone Procurement and Financial (GPF) management data base system. Sample management analysis reports are included and discussed along with estimated cost savings and anticipated benefits of the computerized system. In general, the system structure and procedures contained in this article are relevant to any company's financial and procurement data acquisition and information handling system. Test data are used throughout this report to demonstrate the capability of the GPF system of programs.

I. Introduction

The general view of the existing computerized GPF Data Management System is shown in Fig. 1 and discussed in Ref. (1). Figure 1 briefly indicates that the GPF user has the capability to input pertinent data to the data base and receive various GPF reports via a remote computer terminal. All information handling, updating, sorting, searching of files, storage and report generation is performed by the computer. The table, report, and figure numbers noted in Fig. 1 pertain to the respective items in this article.

Several major files are required to accommodate the GPF data and to provide the essential statistics for a requested management report. The pertinent files are a Purchase File, Cost Center File (COC), Budget File, Vendor File, JPL File, Stock Issue File (SIS) and Disbursement File (DISB). The record structure of these respective files are shown in Tables 1 to 7 and sample computer status codes for Purchase Requisitions (PR) and Purchase Orders (PO) are listed in Table 8.

The developed system of programs (file generator, updating and report writers) is user oriented. Prompting information for the user is available to minimize development of an extensive user training program and permits front-end editing to improve data base integrity.

The subsequent sections of this article discuss the management application programs. Initially nine application programs were developed for monitoring procurement and financial matters at Goldstone; and they are:

(1) GDSCC Procurement Accomplishment Report:

Part I: Purchase Requisition Report
Part II: Purchase Order Report.

(2) Commitment Category Summary Report.

(3) Business Subcontracting Report:

Part I: Small Business Report
Part II: Large Business Report.

- (4) Purchase Requisition Status Report.
- (5) Monthly Specified Account Report.
- (6) Monthly Specified Cost Center Report.
- (7) Specified Account Budget Report.
- (8) Specified Cost Center Budget Report.
- (9) An All Account Budget Report.

These report programs satisfy the requirements of Ref. (1), and utilization of these reports by the managers/users insures that they will gain better visibility in procurement and financial matters of their particular cost center, account, and/or budget.

II. Description of Report Writer Programs

The first four reports noted above essentially are workload related and summarize the activity performed by the GPF group during a particular reporting period. The remaining five reports (numbers 5 through 9) are financial type reports in that monies are related to specific accounts, cost centers, and budgets.

A. The GDSCC Procurement Accomplishment Report

This two-part report contains PR and PO information in reference to PRs received, outstanding PRs, POs processed and outstanding POs for any specified period of time.

The following detail information is provided to the user for the specified reporting period.

1. Part I: Purchase Requisition Report (Fig. 2).

- (1) The total number of PRs received in a given month with further breakdown by PR Number and Status (routine, urgent, etc.)
- (2) The total number of outstanding PRs with further breakdown by PR number and Status (routine, urgent, etc.)
- (3) The committed dollar value per outstanding PR.

PRs that have committed dollar values of \$0.00 indicate as a minimum that the PR is either cancelled or the received PR became a PO or at the time of data entry the dollar value of the outstanding PR was unknown.

- (4) The total committed dollar value.

This report briefly informs the user of input transactions to the GPF unit and identifies additional work-

load for both the procuring agent and the data entry clerk. A cursory view of Fig. 2 informs the user, for example, that three urgent PRs are outstanding and eight outstanding PRs were written prior to the reporting period under investigation. Should an outstanding PR have no dollar value listed, further investigation by the user is required in order to determine the accuracy of the estimated total committed dollar value. Management may view that a significant number of outstanding PRs indicate potential problems in workload, personnel or training, and thus institute policies and procedures to improve organizational efficiency.

2. Part II: Purchase Order Report (Figs. 3 and 4).

a. Purchase orders released (Fig. 3). This part of the report identifies the total number of POs written in a given month. It highlights a further subcategorization by status to five (5) classes of Purchase Orders per management's request (Routine, Urgent, Blanket Contract, Subcontract, and Petty Cash). It identifies a portion of the procuring agent's work load, the individual dollar value per PO and the total dollar value handled per reporting period.

b. Outstanding purchase orders (Fig. 4). This portion of the report identifies the total number of outstanding POs per reporting period, the identical subcategorization by status as described above, the individual dollar value per PO and the total obligated dollar value per reporting period.

The buyer should follow up on POs where dollar values are missing in order to insure proper data base updating. This is essential for accurate financial reports.

Reviewing Figs. 2 and 3, the manager/user can assess the GPF work unit's efficiency by creating an efficiency ratio (outputs to inputs), i.e., POs processed to PRs received or outstanding. A closer review of Figs. 3 and 4 indicates that three (3) Purchase Orders (222222, 338620, 888888) were written in March '76 and closed out. Therefore they do not appear on the outstanding PO report.

B. The Commitment Category Summary Report (Fig. 5)

This report contains procurement commitments in various dollar value categories. The following detail information is provided to the user:

- (1) The number and dollar value of transactions valued from \$0 – 500.
- (2) The number and dollar value of transactions valued from \$501 – 1,000.

- (3) The number and dollar value of transactions valued from \$1,001 – 2,500.
- (4) The PO number, PO date, Vendor name and dollar value of the respective contract valued from \$2,501 – 10,000.
- (5) The PO number, PO date, Vendor name and dollar value of the respective contract valued from \$10,001 – 25,000.
- (6) The PO number, PO date, Vendor name and dollar value of the respective contract valued from \$25,001 – 100,000.
- (7) The PO number, PO date, Vendor name and dollar value of the respective contract valued over \$100,000.
- (8) The total obligated dollar value per reporting period.

The sample printout also indicates to the user that there exists in the data base possible erroneous vendor codes for certain PO numbers. This part of the printout is an editing clue to the user that either (1) the Vendor file must be updated to include the noted vendor codes or (2) the vendor code for the particular PO number identified must be corrected. Hence once these corrections are made an accurate report can then be recreated.

C. The Business Subcontracting Report (Figs. 6 and 7)

This two-part report reflects the number of contracts and their dollar value above and below \$10,000 with respect to large and small businesses. The category of a business, large or small, is determined before data is entered into the Vendor File (see Table 4). This report satisfies a NASA requirement for the GDSCC Contractor.

The following information is provided to the user:

1. Part I: Small Business Subcontracting Report (Fig. 6).

a. Contracts under \$10,000. The number of contracts and total dollar value under \$10,000 awarded to small businesses with a further breakdown by Purchase Order number, Vendor name and the respective dollar amount are identified.

b. Contracts over \$10,000. The number of contracts and total dollar value over \$10,000 awarded to small businesses with a further breakdown by Purchase Order number, Vendor name, and the respective dollar amount are identified.

The total number of contracts and the total dollar value awarded to small businesses are summarized at the end of this part of the report.

2. Part II: Large Business Subcontracting Report (Fig. 7).

a. Contracts under \$10,000. The number of contracts and total dollar value under \$10,000 awarded to large businesses with a further breakdown by Purchase Order number, Vendor name and the respective dollar amount are identified.

b. Contracts over \$10,000. The number of contracts and total dollar value over \$10,000 awarded to large businesses with a further breakdown by Purchase Order number, Vendor name and the respective dollar amount are identified.

The following summary items are tabulated at the end of Part II of this report.

- (1) The total number of contracts and the total dollar value awarded to large businesses.
- (2) The combined total number of contracts and the overall total dollar value awarded in the reporting period to both small and large businesses.
- (3) The percentage of total contracts awarded to small businesses.
- (4) The percentage of total contracts awarded to large businesses.
- (5) The percentage of total dollar amount awarded to small businesses.
- (6) The percentage of total dollar amount awarded to large businesses. Notice the similar data base error message for the user (see comment in Subsection B).

D. Purchase Requisition Status Report (Fig. 8)

This report gives the status of a specific PR as documented in the data base. The following information is provided to the user:

The number of items on the specified PR and the cost center involved. The PR Status Report is divided into three parts. It is possible, depending on the number of items and the procurement status of each item on the PR, that any combination of the following three parts of this printout can occur.

Part 1: If no Purchase Order has been written for a particular line item then this portion of the printout identifies PR data such as: the total cost, the item's status (routine, urgent, etc.), quantity requested, date Purchase Requisition was received and the account involved.

Part 2: If a Purchase Order was written for a particular line item but the item has not been received, this portion identifies

the status of the item (routine, urgent, etc.); the total cost, quantity ordered, Vendor promised date, Purchase Order date, Purchase Order number, PR and PO item numbers, Vendor's name, phone number and appropriate contact.

Part 3: If a particular line item was received or partial shipment of an item was received, this portion identifies the status of the item, quantity ordered, quantity received, receiving date, Receiving Report number, Purchase Order number, and PR and PO item numbers. For partial shipments received, the Vendor's name, phone number and appropriate contact are identified per PR item.

Figure 8 is a sample Status report for a PR as of 15 December 1977. Three items were on the original PR. The Status Report indicates that item 2 has not been placed on a PO, and items 1 and 3 were procured, i.e., POs were written. The example further indicates a partial shipment of PR item 1 and a possible overshipment of PR item 3.

E. Monthly Specified Account Report (Fig. 9)

This report provides the financial status of a specific account for a given month. The following information is provided to the user:

The total of committed, obligated and incurred dollar values of the specified account for a given month with a further breakdown of each cost center charging to that specific account. With this type of data, management becomes cognizant of the total financial activities per account and cost center. For example, the Carpenter Shop was charged with \$1,230 worth of Stock Issues. This amount is approximately 43 percent of the total financial activity for account 11122.

F. Monthly Specified Cost Center Report (Fig. 10)

This report provides the total of committed, obligated and incurred dollar values of a specified cost center for a given month. Obviously, if more than one account is used by the particular cost center, the individual accounts would contain similar type of information.

G. Budget Reports

The following three reports (Figs. 11, 12 and 13) provide the cost center manager, administrative assistant, or section manager status information of accounts and budgets under his (her) cognizance. In a very succinct format these reports display the burdened budget, its balance in actual dollar value, the balance in projected dollar value and the balance in estimated dollar value, i.e. the pertinent data required by a manager to make sound financial decisions.

To determine the balance in actual dollar value (ADV) for a particular cost center's budget (Bc), Lab Burden (LB) and G & A, in percent, are required inputs to the program. Hence the balance in actual dollar value (column 8 of the printouts) is determined as follows:

$$ADV = Bc - \{ DISB \cdot \alpha + (DSIS + DJPL) \cdot \beta \}$$

where:

DISB = total disbursements via M&O Contractor (col 5)

DSIS = total disbursements of Stock Issues (col 3)

DJPL = total disbursement via JPL (col 4)

$$\alpha = \left(1 + \frac{G\&A + LB}{100} \right)$$

$$\beta = \left(1 + \frac{LB}{100} \right)$$

Having determined the balance in ADV for any cost center's budget, the balance in projected dollar value PDV (col 9), is determined as follows:

$$\begin{aligned} PDV &= ADV - \text{obligated dollar value} \\ &= \text{col (8)} - \text{col (6)} \end{aligned}$$

where the obligated dollar value is defined as the cumulative dollar value of unpaid purchase orders for the particular cost center.

This number essentially tells the user that if customer billing and company disbursements were made instantaneously, the actual amount of the budget left for other procurement is PDV.

The balance in estimated dollar value, EDV col (10), is determined as follows:

$$\begin{aligned} EDV &= PDV - \text{committed dollar value} \\ &= \text{col (9)} - \text{col (7)} \end{aligned}$$

where the committed dollar value is defined as the cumulative dollar value of outstanding purchase requisitions for the particular cost center.

Similar procedures are followed to determine the results for a specific account or all accounts. Obviously the user will quickly determine whether or not a particular budget is (can be) overrun by observing EDV.

1. The Specified Account Budget Report (Fig. 11). This report provides the financial condition of a specified-account in reference to its budget.

The following detail information is provided to the user for each cost center charging to the specific account:

Cost Center Identification Code
Burden Budget
Incurred Dollar Value
 Stock Issue (SIS) dollar value
 JPL Purchase dollar value
 Disbursement charges
Obligated Dollar value
Committed Dollar value
Balance
 Actual Balance of the cost center budget
 Projected Balance of the cost center budget
 Estimated Balance of the cost center budget

Having printed the above information per cost center, the following summary information is provided to the user for the specified account.

Total Burden Budget
Total Stock Issue (SIS) dollar value
Total JPL Purchase dollar value
Total Disbursement charges
Total Obligated dollar value
Total Committed dollar value
Total Actual Balance of the account budget
Total Projected Balance of the account budget
Total Estimated Balance of the account budget

For example, one will note that 10 percent (133,576 actual \$ value) of the total budget for account 111222 was spent as of the report date. Approximately 4.8 percent of 133,576 was used for SIS, 1.3 percent for JPL disbursements, and 3.5 percent for M&O Contractor disbursements. The carpenter shop spent 40 percent of its budget (3 months into fiscal year) while the Repro shop only disbursed four percent of its budget.

At the end of the report, the cost centers are identified for the benefit of the user.

2. The Specified Cost Center Budget Report (Fig. 12). This report identifies the financial condition of a specified Cost Center in reference to its budget. The following detail information is provided to the user:

Account Number(s)
Burden Budget per account
Incurred Dollar Value
 Total Stock Issue (SIS) dollar value
 Total JPL Purchase dollar value
 Total Disbursement (DISB) charges
Total Obligated dollar value
Total Committed dollar value
Balance
 Total Actual Balance of the account budget
 Total Projected Balance of the account budget
 Total Estimated Balance of the account budget

3. All Accounts Budget Report (Fig. 13). This report summarizes the financial condition of all accounts in reference to their respective budgets for which GDSCC Procurement/Financial Planning is responsible. This report will be extensively used during budget iterations and financial planning at Goldstone.

The following information is provided to the user by accounts:

Cost Center Identification Code
Burden Budget
Incurred Dollar Value
 Stock Issue (SIS) dollar value
 JPL Purchase dollar value
 Disbursement charges
Obligated dollar value
Committed dollar value
Balance
 Actual Balance of the cost center budget
 Projected Balance of the cost center budget
 Estimated Balance of the cost center budget

Summarized at the end of each account's printout is the following account information:

Total Burden Budget
Total Stock Issue (SIS) dollar value
Total JPL Purchase dollar value
Total Disbursement charges
Total Obligated dollar value
Total Committed dollar value
Total Actual Balance of the account budget
Total Projected Balance of the account budget
Total Estimated Balance of the account budget

This report is a true reflection of the budgets from the beginning of the fiscal year to date. To assist the user in appropriate financial planning decisions, a printout of outstanding PRs and POs are available at the user's request, see Figs. 14 and 15. Similar backup information is available to the user upon termination of reports 5 and 7. To reiterate, the purpose of such backup printouts is to assist the Section manager, cost center supervisor or administrative assistant in their financial management decision making process. Obviously the above reports, Figs. 11, 12 and 13, give the overview of a particular budget — i.e. overspent, underspent, or balanced. The utility of these backup printouts are left to the GPF financial and management users to establish.

III. Estimated Preliminary Savings and Anticipated Benefits

The manual procurement and financial data management system as documented in Ref. (1), consisted of 2 JPL personnel and 4 Contractor personnel. Discussions with GDSCC's Administrative Assistant reveals that plans for conversion to the computerized GPF data base system has resulted in a manpower reduction of one JPL and one Contractor type effective FY 78. Reduction was in Senior type personnel. Estimated annual burdened manpower savings is \$80k which is based on \$50k per JPL MY and \$30k per M&O Contractor MY.

Operations costs for the GPF unit, however, must increase by approximately \$12k per year to account for computer services on the Univac 1108 system plus an additional \$3k per year for Software maintenance and support.

It was determined during FY 77 by GPF Contractor management that it took approximately two people one week

(1/2MM) to prepare an average financial/procurement report. This time includes file searching, sorting, data acquisition, data verification, processing and report preparation. The burdened hourly rate for M&O Contractor manhours is approximately \$14.42/hr. Eight reports are required four (4) times a year and the average cost per report is \$1154. The annual preparation cost for these eight GPF financial reports, four times per year, is approximately \$37k.

Average report preparation time in the current automated GPF data base system and the computerized Facility Management System is four to five minutes. The maximum cost of a report generated in the Facility Management System according to users was \$50. Assuming that the average cost per report in the GPF data base does not exceed \$50 then the estimated cost of preparing the identical reports four times a year is \$1600 (approximately \$2k per year). The \$35k or equivalent manhour savings due to computer generated reports can then be applied to other necessary tasks.

From a marginal cost analysis point of view, the net annual dollar savings are shown below.

\$ 80k	Manpower Reduction — Annual cost savings
+35k	Est. Annual Report Preparation cost savings (\$37k-\$2k)
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\$115k	Subtotal Annual Savings
-15k	Additional Annual Cost for Computer Services
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\$100k	Est. Net Annual Savings

In noninflated dollars this estimated net savings is equivalent to \$1.0 million over a ten-year life time of the system. Actual development costs of this computerized data base system is approximately \$90k. The software package is operational and has been demonstrated during the past year. For the GPF System to be operational, certain essential data files must be generated and the PR files updated as required. It is estimated that initial cost to create the basic files for a viable GPF data base is less than \$10k. Hence, indications are that the computerized GPF data management system will pay for itself in less than one year once the decision has been made to proceed with final implementation.

Notably, there are other benefits at present which cannot be quantified monetarily. These anticipated benefits are as follows:

- (1) Basically nonexistent computational errors.
- (2) An inherently reliable data base.

- (3) Timely and pertinent procurement and financial information for management decisions.
- (4) Expanded financial reporting capabilities not previously available in the GPF manual data management system.
- (5) Improved control and visibility of budget and accounts data.

Reference

1. Maiocco, F. R. and J. B. Rozek, "An Approach to Improve Management Visibility Within the Procurement and Financial Group at Goldstone," in *The Deep Space Network Progress Report 42-35*, pp. 171-179, Jet Propulsion Laboratory, Pasadena, California, October 15, 1976.

Table 1. Purchase Requisition, purchase order and Receiving Report record layout

Item	Array name	Field size	Format
Account ^a	ACC	5	N
Cost center	COC	4	A/N
Purchase requisition number	PRN	6	N
Purchase requisition date	PRD	6	N
Purchase requisition receiving date	RED	6	N
Quantity requested ^a	QRE	7	N
Unit of measurement ^a	UNM	2	A
Item number	ITE	2	N
Unit price ^a	UPR	10	N
Status ^a	STA	1	A/N
Revision	REV	1	N
Purchase order number ^a	PON	6	N
Purchase order date	POD	6	N
Vendor promise date	VPD	6	N
Vendor code	VEN	4	A/N
Quantity ordered ^a	QOR	7	N
Unit of measurement ^a	UMO	2	A
Purchase order item number	ITM	2	N
Purchase order unit price ^a	UPO	10	N
Receiving report number	RRN	6	N
Receiving date	RCD	6	N
Quantity received	QRC	7	N
Unit of measurement	UMR	2	A

^aStored date of record items can be updated.

Table 2. Cost center record layout

Item	Array name	Field size	Format
Cost center ^a	COC	4	A/N
Cost center name ^a	CCN	22	A
Account ^a	ACC	5	N
Cost center status ^a	CCS	1	A

^aStored data of record items can be updated.

Table 3. Budget record layout

Item	Array name	Field size	Format
Cost center ^a	COC	4	A/N
Cost center name ^a	CCN	22	A
Account ^a	ACC	5	N
Budget ^a	FYB	8	N
Budget entry date ^a	BED	6	A
Budget revision date ^a	BRD	4	A
Cost center status ^a	CCS	1	A

^aStored data of record items can be updated.

Table 4. Vendor record layout

Item	Array name	Field size	Format
Vendor code ^a	VC	4	A/N
Vendor name ^a	VN	36	A
Address ^a	VA	36	A/N
Zip code ^a	VZ	5	N
Vendor size ^a	VS	1	A
Vendor rating ^a	VR	2	A/N
Vendor phone number ^a	VP	10	N
Vendor contact ^a	VCT	15	A

^aStored data of record items can be updated.

Table 5. JPL record layout

Item	Array name	Field size	Format
Account	ACC	5	N
Cost center	COC	4	A/N
Dollar amount	DOL	9	N
Date of entry	DOE	6	A

Table 6. SIS record layout

Item	Array name	Field size	Format
Account	ACC	5	N
Cost center	COC	4	A/N
Dollar amount	DOL	9	N
Date of entry	DOE	6	A

Table 7. Disbursement record layout

Item	Array name	Field size	Format
Purchase order number	PON	6	N
Cost center	COC	4	A/N
Invoice number	INU	10	A
Invoice date	IDA	6	N
Freight charges	FCH	8	N
Check number	CNU	8	A
Date paid	DAP	6	N
Dollar value	DOV	11	N

Table 8. Status codes

Status code	Description
0	Routine
1	Urgent
2	Fixed price contract
3	Blanket contract
4	Construction contract
5	Time material contract
6	Labor hours contract
7	Contract
8	Petty cash
9	Quotation
X	Cancellation

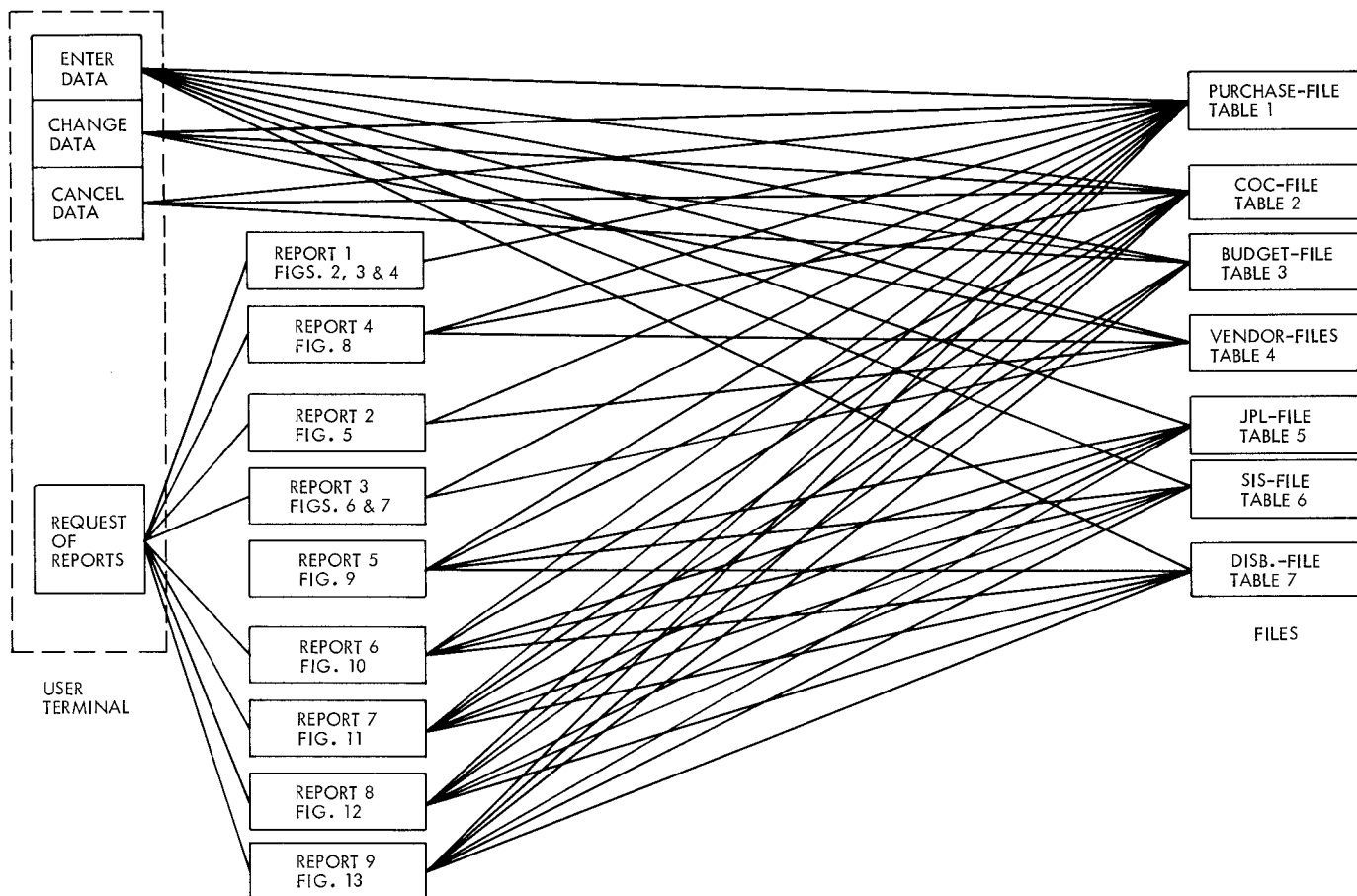


Fig. 1. An overall profile of the automated GDSCC financial/procurement system

TODAYS DATE: 15 DEC. 77

GDSCC PROCUREMENT ACCOMPLISHMENT REPORT

BEGINNING PERIOD:0176

ENDING PERIOD:0376

PART I: PURCHASE REQUISITION REPORT

PURCH.REQ.'S RECEIVED IN: 0376 XXXXXX OUTSTANDING PURCH.REQ.'S OF TOT.PERIOD

PURCH. REQ. NUMBER	RTN	URGENT	CANC	RTN	URGENT	QUOT	COMMITTED DOLLAR VALUE
111342	0	0	1	0	0	0	0.00
118833	1	0	0	1	0	0	3.35
156822	1	0	0	0	0	1	975.20
235489	0	0	0	1	0	0	277.69
238933	1	0	0	1	0	0	1282.71
254823	0	0	0	1	0	0	7.50
312142	0	0	0	1	0	0	630.00
313155	0	0	0	1	0	0	362.64
341871	1	0	0	0	0	0	0.00
381648	1	0	0	0	0	0	0.00
416281	1	0	0	0	0	1	2050.78
444555	0	1	0	0	1	0	134.75
517297	0	0	0	1	0	0	2.00
565924	1	0	0	0	0	0	0.00
575757	0	0	0	0	1	0	567.84
624113	0	0	0	1	0	0	345.00
648211	0	0	0	0	1	0	5.00
816412	1	0	0	0	0	0	0.00
TOTAL	8	1	1	8	3	2	

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TOTAL PURCHASE REQUISITIONS RECEIVED IN 0376 : 10

NUMBER OF OUTSTANDING PURCHASE REQUISITIONS INCL 0376: 13

TOTAL COMMITTED DOLLAR VALUE IN K-DOLLARS: 6.644

Fig. 2. GDSCC Procurement Accomplishment Report

PART II: PURCHASE ORDER REPORT

A: PURCHASE ORDERS RELEASED (WRITTEN) IN: 0376

PURCH. ORDER NUMBER	RTN	URGT	BLANK CONTR	\$ VALUE	SUB. CONTR	\$ VALUE	PETTY CASH	\$ VALUE	SUBTOTAL \$ VALUE RELEASED
222222	0	1	0	0	0	0	0	0	30.12
338620	1	0	0	0	0	0	0	0	37.50
339966	0	0	0	0	1	10276	0	0	10275.60
449928	0	0	0	0	0	0	1	243	243.12
666229	0	0	1	11060	0	0	0	0	11060.00
882051	0	0	0	0	1	158	0	0	158.16
888888	1	0	0	0	0	0	0	0	29.25
TOTAL	2	1	1	11060	2	10434	1	243	

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TOTAL NBR.OF PURCHASE ORDERS RELEASED DURING 0376 : 7
SUBTOTAL DOLLAR VALUE RELEASED IN K-DOLLARS 21.834

Fig. 3. Purchase Order Report

B: OUTSTANDING PURCHASE ORDERS OF TOTAL PERIOD

PURCH. ORDER NUMBER	RTN	URGT	BLANK CONTR	\$ VALUE	SUB. CONTR	\$ VALUE	PETTY CASH	\$ VALUE	OBLIGATED DOLLAR VALUE
128934	0	1	0	0	0	0	0	0	2.54
222243	1	0	0	0	0	0	0	0	149.40
261888	1	0	0	0	0	0	0	0	64.68
339966	0	0	0	0	1	10276	0	0	10275.60
449928	0	0	0	0	0	0	1	243	243.12
523742	1	0	0	0	0	0	0	0	429.24
666229	0	0	1	11060	0	0	0	0	11060.00
666441	1	0	0	0	0	0	0	0	67.20
882051	0	0	0	0	1	158	0	0	158.16
TOTAL	4	1	1	11060	2	10434	1	243	

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NUMBER OF OUTSTANDING PURCHASE ORDERS INCL 0376 : 9
TOTAL OBLIGATED DOLLAR VALUE IN K-DOLLARS: 22.450

Fig. 4. Outstanding Purchase Order Report

TODAYS DATE: 02 NOV. 77

BEGINNING PERIOD:0176

ENDING PERIOD:0376

COMMITMENT CATEGORY SUMMARY REPORT

\$ 0 - 500

PURCH. ORDER NUMBER	PURCH. ORDER DATE	VENDOR NAME	NUMBER OF TRANS- ACTIONS	\$ AMOUNT IN K-DOLLARS
			7	.474

\$ 10,001 - 25,000

PURCH. ORDER NUMBER	PURCH. ORDER DATE	VENDOR NAME	NUMBER OF TRANS- ACTIONS	\$ AMOUNT IN K-DOLLARS
339966	32376	A000 SANDBLASTING		10.276
666229	32776	A-1 GLS CTG&TNG		11.060

TOTAL DELIGATED DOLLAR VALUE IN K-DOLLARS PER REPORTING PERIOD: 21.810

---NOTE---

THE FOLLOWING VENDOR CODE(S) DOES(DD) NOT EXIST IN VENDOR-FILE

VENDOR CODE	PD NUMBER
A003	523742
A003	449928
B059	261888

Fig. 5. Commitment Category Summary Report

TODAYS DATE: 01 NOV. 77

BUSINESS SUBCONTRACTING REPORTS

BEGINNING PERIOD:0176

ENDING PERIOD:0376

PART I: SMALL BUSINESS REPORT

A: CONTRACTS UNDER 10,000 DOLLARS

PO NR.	VENDOR NAME	\$ VALUE
888888	ABR ENTERPRISES INC	29.25
222222	ABR ENTERPRISES INC	30.12
338620	ABR ENTERPRISES INC	37.50
666441	ABR ENTERPRISES INC	67.20
222243	ARCCO SANDBLASTING	149.40
882051	ABR ENTERPRISES INC	158.16
TOTAL AMOUNT IN K-DOLLARS:		.472
TOTAL CONTRACTS UNDER \$10,000 AWARDED TO SMALL BUSINESSES:		6

B: CONTRACTS OVER \$10,000

PO NR.	VENDOR NAME	\$ VALUE
339966	ARCCO SANDBLASTING	10275.60
666229	A-1 GLS CTG&TNG	11060.00
TOTAL AMOUNT IN K-DOLLARS:		21.336
TOTAL CONTRACTS OVER \$10,000 AWARDED TO SMALL BUSINESSES:		2

TOTAL CONTRACTS AWARDED TO SMALL BUSINESSES: 8
TOTAL AMOUNT IN K-DOLLARS AWARDED TO SMALL BUSINESSES 21.807

Fig. 6. Small Business Subcontracting Report

PART II: LARGE BUSINESS REPORT

A: CONTRACTS UNDER \$10,000 DOLLARS

PO NR.	VENDOR NAME	\$ VALUE
128934	NAT CASH REGSTR	2.54
TOTAL AMOUNT IN K-DOLLARS:		.003
TOTAL CONTRACTS UNDER \$10,000 AWARDED TO LARGE BUSINESSES: 1		

B: CONTRACTS OVER \$10,000

---NOTE---

NO CONTRACTS OVER \$10,000 AWARDED TO LARGE BUSINESSES DURING REPORTING PERIOD

TOTAL CONTRACTS AWARDED TO LARGE BUSINESSES:	1
TOTAL AMOUNT IN K-DOLLARS AWARDED TO LARGE BUSINESSES	.003
TOTAL CONTRACTS AWARDED IN REPORTING PERIOD:	9
TOTAL AMOUNT IN K-DOLLARS AWARDED IN REPORTING PERIOD	21.810

88.89	PERCENT OF TOTAL AWARDS WENT TO SMALL BUSINESSES
11.11	PERCENT OF TOTAL AWARDS WENT TO LARGE BUSINESSES
99.99	PERCENT OF TOTAL AMOUNT IN K-DOLLARS WENT TO SMALL BUSINESSES
.01	PERCENT OF TOTAL AMOUNT IN K-DOLLARS WENT TO LARGE BUSINESSES

---NOTE---

THE FOLLOWING VENDOR CODE(S) DOES(DD) NOT EXIST IN VENDOR-FILE

VENDOR CODE	PO NUMBER
A003	523742
A003	449928
B059	261888

Fig. 7. Large Business Subcontracting Report

TODAYS DATE: 15 DEC. 77

STATUS OF PURCHASE REQUISITION: 444555 HAVING: 3 ITEMS
FOR COST CENTER: 101A REPRO SHOP

P.R. ITEM	ACCOUNT	PURCHASE REQ. RECEIVING DATE	QUANTITY REQUESTED	TOTAL COST	STATUS
2	11122	61276	55.00	134.75	1

NO PURCHASE ORDERS HAVE BEEN WRITTEN FOR THE ABOVE ITEMS

P.R. ITEM	P.O. ITEM	PURCHASE ORDER NUMBER	RECEIVING REPORT NUMBER	RECEIVING DATE	QUANTITY ORDERED	QUANTITY RECEIVED	STATUS
1	3	681423	438135	41676	55.00	24.00	1
3	2	222222	888888	22376	8.00	11.00	1

NOTE 1:ABC LETTERING ART

21373391410

♦♦ NOTE NUMBERS CORRESPOND TO P.R. ITEM NUMBER

Fig. 8. Purchase Requisition Status Report

TODAYS DATE: 16 DEC. 77

FINANCIAL REPORT OF ACCOUNT: 11122 FOR MONTH OF MAR. 76

COST CNTR	COST CENTER NAME	COMMIT \$VALUE	OBLIG. \$VALUE	INCURRED \$ VALUE			TOTAL \$VALUE
				SIS	JPL	DISB	
100A	PHOTO LAB	0	290	269	0	0	559
101A	REPRO SHOP	135	41	0	0	0	176
332A	CARPENTER SHOP	0	0	1230	0	0	1230
408A	MACHINE SHOP	3	0	553	0	0	556
412K	COMPLEX SUPPLY	0	0	367	0	0	367
TOTAL		138	331	2419	0	0	2888

Fig. 9. Monthly Specified Account Report

TODAYS DATE: 14 OCT. 77

FINANCIAL REPORT FOR COST CENTER: 408A(MACHINE SHOP
FOR MONTH OF: MAR. 76

ACCOUNT	COMMIT. \$ VALUE	OBLIG. \$VALUE	INCURRED \$ VALUE			TOTAL \$VALUE
			SIS	JPL	DISB.	
11122	3	0	553	0	0	556

Fig. 10. Monthly Specified Cost Center Report

TODAYS DATE: 16 DEC. 77

BUDGET REPORT FOR ACCOUNT: 11122

COST CNTR	BURDENED BUDGET	INCURRED \$ VALUE			OBLIG. \$VALUE	COMM. \$VALUE	ACTUAL \$VALUE	BALANCE	
		SIS	JPL	DISB.				PROJEC. \$VALUE	ESTIM. \$VALUE
100A	8500	330	109	22	517	8	7988	7471	7463
101A	6000	0	89	123	568	412	5760	5192	4780
332A	12000	2585	1167	563	0	0	7194	7194	7194
408A	19500	3122	221	4019	67	711	11187	11120	10409
412K	102000	367	132	0	0	7	101447	101447	101440
TOTAL	148000	6404	1718	4727	1152	1138	133576	132424	131286

100A PHOTO LAB
 101A REPRD SHOP
 332A CARPENTER SHOP
 408A MACHINE SHOP
 412K COMPLEX SUPPLY

Fig. 11. Specified Account Budget Report

TODAYS DATE: 14 OCT. 77

BUDGET REPORT FOR COST CENTER: 408A(MACHINE SHOP)

ACCT.	BURDENED BUDGET	INCURRED \$ VALUE			OBLIG. \$VALUE	COMM. \$VALUE	ACTUAL \$VALUE	BALANCE	
		SIS	JPL	DISB.				PROJEC. \$VALUE	ESTIM. \$VALUE
11122	19500	3122	221	4019	67	703	11187	11120	10412

Fig. 12. Specified Cost Center Budget Report

TODAYS DATE: 16 DEC. 77

BUDGET REPORT FOR ACCOUNT: 33119

COST CNTR	BURDENED BUDGET	INCURRED \$ VALUE			OBLIG. \$VALUE	COMM. \$VALUE	ACTUAL \$VALUE	BALANCE	
		SIS	JPL	DISB.				PROJEC. \$VALUE	ESTIM. \$VALUE
309D	14000	0	450	0	11060	2051	13501	2441	390
TOTAL	14000	0	450	0	11060	2051	13501	2441	390

309D COM.CENTER

TODAYS DATE: 16 DEC. 77

BUDGET REPORT FOR ACCOUNT: 45219

COST CNTR	BURDENED BUDGET	INCURRED \$ VALUE			OBLIG. \$VALUE	COMM. \$VALUE	ACTUAL \$VALUE	BALANCE	
		SIS	JPL	DISB.				PROJEC. \$VALUE	ESTIM. \$VALUE
233A	10000	0	0	0	3	0	10000	9997	9997
TOTAL	10000	0	0	0	3	0	10000	9997	9997

233A FOOD SERVICE

TODAYS DATE: 16 DEC. 77

BUDGET REPORT FOR ACCOUNT: 55666

COST CNTR	BURDENED BUDGET	INCURRED \$ VALUE			OBLIG. \$VALUE	COMM. \$VALUE	ACTUAL \$VALUE	BALANCE	
		SIS	JPL	DISB.				PROJEC. \$VALUE	ESTIM. \$VALUE
976W	2600	0	0	0	0	568	2600	2600	2032
TOTAL	2600	0	0	0	0	568	2600	2600	2032

976W CUSTODIAL

Fig. 13. All Account Budget Report

OUTSTANDING PURCHASE REQUISITIONS
AS OF 16 DEC. 77

COST CENTER	ACCOUNT	PR.NUMBER	PR.DATE	STATUS	TOTAL \$VALUE
100A	11122	254823	12276	0	7.50
100P	22341	238933	31876	0	1282.71
101A	11122	235489	12376	0	277.69
101A	11122	444555	31876	1	134.75
101S	11122	312142	11176	0	630.00
309D	33119	416281	32376	9	2050.78
408A	11122	118833	31276	0	3.35
408A	11122	313155	12376	0	362.64
408A	11122	624113	22376	0	345.00
409D	66622	156822	32376	9	975.20
412K	11122	517297	11276	0	2.00
412K	11122	648211	11676	1	5.00
976W	55666	575757	22376	1	567.84

Fig. 14. Outstanding PR Report

OUTSTANDING PURCHASE ORDERS
AS OF 16 DEC. 77

COST CENTER	ACCOUNT	PO.NUMBER	PO.DATE	STATUS	TOTAL \$VALUE
100A	11122	222243	21476	0	149.40
100A	11122	261888	22676	0	64.68
100A	11122	449928	32376	8	243.12
101A	11122	523742	21976	0	429.24
101A	11122	681423	41676	1	74.58
233A	45219	128934	21376	1	2.54
309D	33119	666229	32776	3	11060.00
408A	11122	666441	21276	0	67.20
409D	66622	339966	32376	5	10275.60
409D	66622	882051	32376	5	158.16

IF YOU WISH ADDITIONAL INFORMATION ABOUT
A SPECIFIC PURCHASE REQUISITION--PLEASE LOAD--
377♦6PF.PR-STAT-PRGM

Fig. 15. Outstanding PO Report